

**TOWN OF EAST WINDSOR
WATER POLLUTION CONTROL AUTHORITY**

Minutes of Meeting of April 24, 2013

Members Present: Paul Anderson, Tom Davis, Dave Tyler and Chuck Riggott

Member Absent: Peter Pippin

Others Present: Chief Operator Edward Alibozek, Selectman Richard Pippin, Board of Finance Member Kathy Pippin, Paul Dombrowski, Woodard & Curran, WPCF Operator Marc Brennan and Recording Secretary Laura Michael

Time and Place

Paul Anderson, Chairman, called the meeting to order at 7:03 p.m. at the WPCA Administration Building, 192 South Water St, East Windsor, CT

I. Added Agenda Items

There were no added items.

II. Acceptance of Minutes of March 27, 2013

Motion: To accept the minutes of March 27, 2013.
Tyler/Riggott
Passed unanimously

III. Communications

There were no communications.

IV. Visitors

There were no scheduled visitors.

V. Public Participation

There was no public participation.

****Attorney Purnhagen arrived at 7:09 p.m.***

VI. Receipt of Applications

Sofia's Plaza, 2 North Rd – Broad Brook Brewing LLC, COM2013-003

Eric Mance, Broad Brook Brewing, was present to discuss their application. Mr. Anderson explained that the WPCA needs flow data. Mr. Mance provided estimated water usage for the production process. Mr. Anderson explained that they are concerned with other water used as well. Town Engineer Len Norton's memo felt a key issue would be the water used for washing down the floors. Mr. Mance felt the use would be minimal; it was explained that an estimate would need to be provided. This estimate would be given to the Town Engineer for his approval. Mr. Dombrowski felt that the flow through a garden hose for washing down the floors would be 5-7 gallons per minute, depending on water pressure on site. Mr. Mance felt it took 10-15 minutes to wash down each floor. Mr. Anderson explained that Mr. Mance would need to provide an estimate now and then could meter the actual usage in the future. The usage will be looked at in three years for review. Mr. Alibozek asked the Board if they were satisfied with the data usage provided for the brewing process; the Board is ok with it as long as Town Engineer Norton is ok with it. Mr. Tyler stated that the WPCA would not act on this application until a memo was received from the Town Engineer documenting the projected flow from this use.

VII. Approval of Applications

There were no new applications to be approved.

VIII. Legal

Attorney Purnhagen explained that the collection process was working itself out. He has contacted the associations at Hillside and Meadow Farms; they are in agreement and want to sign the easements. He sent a letter to the DiPietro's and has not heard back from them.

Mr. Davis arrived at 7:29 p.m.

Motion: To suspend the regular meeting for the purpose of holding the scheduled public hearing.
Tyler/Riggott
Passed unanimously

IX. Public Hearing Scheduled at 7:30 p.m.

Motion: To open the public hearing for Newberry Village LLC, 7 & 9 Mallard CT.
Tyler/Davis
Passed unanimously

There was no one present for Newberry Village LLC, 7 Mallard CT. Mr. Alibozek explained that this is a new active adult unit and one half of the FCC has been paid.

There was no one present for Newberry Village LLC, 9 Mallard CT. Mr. Alibozek explained that this is a new active adult unit and one half of the FCC has been paid.

Motion: To close the public hearing for Newberry Village LLC, 7 & 9 Mallard CT.
Tyler/Riggott
Passed unanimously

Motion: To resume the regular meeting.
Tyler/Riggott
Passed unanimously

X. Action on Facility Connection Charges

Motion: To impose the Facility Connection Charge as published for Newberry Village LLC, 7 & 9 Mallard CT.
Tyler/Davis
Passed unanimously

Attorney Purnhagen left the meeting at 7:34 p.m.

XI. Consulting Engineer

Work Order Status

Mr. Dombrowski was present to discuss the work orders. He explained that four work orders have been issued. The first work order was the financial/FCC review. Mr. Dombrowski explained that they went through the data with the Town. The financial records from 2003 to present were good; but detailed records prior to 2003 were limited. Woodard & Curran used financial data for this investigation from a number of sources including the Certified Annual Financial Reports (CAFR), Town records and WPCA meeting minutes. The current evaluation through June 30, 2012 indicates that FCC monies received have more than covered the WPCA's portion of the capital cost of the WPCF, including the WPCA's commitment for the debt service due to the State Clean Water Fund over the next three years. Woodard & Curran recommended that representatives of the WPCA meet with the Town at the end of this fiscal to work out an agreement with the Town. The second work order was for a CIP Plan. Woodard & Curran has visited and documented the condition of the plant and the pump stations. They are putting together a 10 – 15 year plan. There is approximately \$4 million of plant CIP projects. The pump stations are in tougher shape; the worst being the Route 5 and Industrial Park pump stations. There is approximately \$8 - \$10 million of pump station CIP projects. Woodard & Curran have met

with WPCF staff and some WPCA members to identify the 1st two years of projects to be used in the budgeting process. This coming year they will do all the roofs at the WPCF, except for the one recently completed and the Administration Building and upgrade the HVAC system in the Administration and Preliminary Treatment Buildings. There is \$450,000 CIP for this upcoming year. The second year the recommended project would replace the Route 5 pump station but planning for this project should begin this year. Mr. Tyler questioned if the Town owns the buildings; they should be responsible for replacement. The WPCA should let the Town know that we will cover the roofs now but down the road we may need help with a pump station replacement. Mr. Riggott explained they can't wait any longer. Selectman Pippin explained that the Town owns the buildings but the WPCA has care, custody and control of the buildings. Mr. Alibozek explained that the Town is doing some projects for the WPCA. They have provided funding for the North Rd projects and Prospect Hill Rd. Mr. Tyler felt they should let the Town know the WPCA is replacing their roofs to help the Town. Mr. Dombrowski explained that work order three was for the SCADA and has been completed. Work order four is for an evaluation of the HVAC system in the administration building. The AC is on its last leg and will not make it through the summer. The heating system was not laid out for a building in New England and is not very efficient. The best case would be to take care of this all at once. The Board thanked Mr. Dombrowski.

XII. North Road Sewer Extension Phase II

Appropriate Funds

Mr. Anderson explained that the Town wants the WPCA to appropriate funds to pay the bills coming in for North Rd. He suggests starting with \$250,000 and seeing how things progress.

Motion: The East Windsor WPCA hereby authorizes the use of monies from Fund 10, Sewer Assessment Fund Balance in the amount of \$250,000 for the North Road Phase 2 Sewer Extension. These funds shall be reimbursed to the WPCA Fund 10, Sewer Assessment Fund Balance at the closing of the USDA Loan Financing.

Tyler/Davis

Passed unanimously

Transfer Bid Package Revenue to North Rd Phase 2 Operating Expenses

Motion: To transfer \$1,330.00 from North Rd Phase 2 Bid Package Revenue to North Rd Phase 2 Operating Expenses (1-42-55-9445-7-700-0163-0).

Tyler/Davis

Passed unanimously

XIII. Unfinished Business

Union Negotiations

Mr. Alibozek reported that he met with Mr. Anderson and Mr. Davis on April 11th and they plan to meet again next week. Mr. Anderson explained that they will continue discussions and come back with a concept. They are looking into developing job descriptions but they will not be needed before approving a contract. The job descriptions will be referenced in the contract.

Roof Repairs

This is part of the CIP projects.

Meadow Farms/Hillside Farms

This was discussed under legal.

Pump Station Issues

This is part of the CIP projects.

Benefit Assessment Policy

This is on hold.

XIV. New Business

Budget Discussion

A draft of the 2013-14 budget was provided to the Board. Mr. Tyler questioned the large salary increase. Mr. Alibozek explained they plan to add an additional employee in January. It will be an entry level position. Mr. Tyler felt they needed the person now. Mr. Anderson explained they have a temporary, part time person now. Mr. Tyler asked about the increase in the contracted services line. Mr. Alibozek explained that Hartford Steam Boiler will now be doing annual electrical inspections and there is a cost increase with the new fire alarm system. Mr. Tyler asked about the communications line; Mr. Alibozek explained that they are now paying for their phone lines and the telemetry for the pump stations. Mr. Alibozek hopes to connect three more stations with a FEMA grant. Mr. Tyler thought the budget looked ok. Mr. Dombrowski explained that they will ultimately need to fund CIP through a normal revenue stream. It is ok for the first couple of years to use some of the reserve funds but they will ultimately need to restore these funds. They don't want to diminish their savings account. They need to keep a certain amount in reserve. They are budgeting \$200,000 for CIP which adds \$40 to the rate. Mr. Alibozek explained that they need to get away from taking FCC money, their savings account; they have used over \$400,000 in two years. This budget results in a sewer user rate of \$326. Mr. Dombrowski explained that it is below the state average. Mr. Tyler felt that this might affect the amount of money collected, but they could give it a try.

2013-14 Sewer User Rate

The 2013-14 sewer use rate was set at \$326.

BOD (strength of sewage) Fee

Mr. Alibozek explained that the sewage from the Broad Brook Brewery may be more expensive to treat. A possible surcharge was discussed. If someone is putting more into the system, they should pay. Mr. Dombrowski explained that this could be done with a sewer user surcharge or a facility connection surcharge; this would come into play with the 3 year review.

Superintendent's Report

Mr. Alibozek explained that the information in the report is the out of the ordinary things that are done. There is always a lot going on. He hopes that everyone takes the time to read the report.

Review of Bill Sheet

Mr. Alibozek pointed out that the Blake invoice was for the seal kits for rebuilding the water pumps. They are being phased out and this will give them 8-10 more years.

XV. Adjournment

Motion: To adjourn the meeting at 8:48 p.m.
Riggott/Tyler

Respectfully submitted,

Laura Michael
Recording Secretary